

UT Digital Repository: 08-09 Annual Report

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Management Group Co-chairs
From 02/01/2009
To 08/31/2009

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1. Executive Summary

The University of Texas Digital Repository (UTDR) went into production September 1, 2008. The Bridge Group implementation team continued working with the UTDR until January 2009. At that time the UTDR Management Group took over the repository's operation and projects.

During the first year 18 production collections were developed. Current production collections are managed by the McCombs School of Business, Cockrell School of Engineering-Center for Research in Water Resources, Warfield Center for African & African American Studies, Tarlton Law Library, and UT Libraries. Works are also being submitted by the Department of Communication Studies, Department of Geological Sciences, and Long Institute of Latin American Studies to the Faculty/Researcher Collection.

During the first year 39 test collections were developed, including the 18 that went into production. Current test collections are managed by the Division of Instructional Innovation & Assessment (DIIA), Center for American History, Harry Ransom Center, Institute of Classical Archaeology, School of Architecture, and UT Pride and Equity Faculty-Staff Association.

The majority of UTDR submissions come from campus units. Few independent students, faculty, or staff have submitted works to the repository. The overall feedback is positive from campus units. They like making their works visible and searchable on an online platform. However when it comes to authorization and restriction management, many campus units have issues with the platform's constraints. We are continuing to work on these constraints, in part dependent upon the next version release of DSpace, and hope to improve authorization and restriction options this year.

On average UT Libraries staff spend an aggregated 62 hours a week working on the UTDR. The top resource in short supply is time. A few of the UTDR Management Group's FY2009 tasks have become FY2010 tasks, but most of the FY2009 tasks were completed and some important developments were accomplished: an embedded media player plays video and audio within a user's browser, a curator toolkit is available within the DSpace administration interface, a metadata workflow is being established in Cataloging & Metadata Services, and an improved UTDR backup and restore process is running.

The UTDR Management Group is looking forward to accomplishing the FY2010 goals: to improve interaction with content, to improve stability and security, to increase bibliographer use, and to facilitate new submission workflows.

2. Annual Review of UTDR

Annual review of the UTDR online platform by curators and library staff, the online platform's interface and policy updates, and the online platform's statistics.

Input from Curators was gathered during the UTDR Annual Review. Said one Curator, "I do feel that it is important to have the opportunity to do the annual reviews. It's a nice way to make sure everything is up-to-date and provide any available feedback."

Please tell us why your department decided to manage a collection in UTDR.

- The hard copy originals were difficult to attain, either through interlibrary loan or other means
- To preserve the archives of the Program in a safe and retrievable place
- We need a secure, centralized location to store and preserve digital archives (in various formats) and affiliated administrative documentation
- We want to provide online access to some of these materials
- We like the option of placing our digital archives in the context of other UT scholarly collections
- We don't have to worry about maintaining the system/platform
- We believe that providing access to existing data and documents is valuable and necessary for future scientific and engineering analyses and we seek to organize and foster access to documents, reports, and studies
- We conducted an extensive evaluation of various digital document management systems and software which led us to DSpace and the UTDR

Please describe any problems you had with managing a collection in UTDR.

- None
- Metadata schema customization wasn't what we expected – options for additional elements did not meet all of our needs (e.g. oral history interviews with multiple contributors/roles and various dates of note)
- Our desire to limit access to some materials in a collection while providing access to other materials is not really an option at this point; this is a challenge in that it requires a different approach to preserving and providing access to materials (different systems for administrative and research materials from same collection; separate but affiliated collections of admin and research materials; etc.)
- No option for dark archive (no visible/harvested metadata)
- Very few- we've been quite pleased with the experience thus far
- As the collection curator, there seem to be many steps and many emails to publish a record, especially if I am also the one uploading the document! Perhaps some streamlining?

Please list any good experiences you had with managing a collection in UTDR.

- I'm delighted we were able to make these older, obscure references available to the scientific community and I have announced their availability to the primary scientific society who would make use of the materials
- Support from UTDR admin staff has been great – quick responses to questions and requests for help; thoughtful problem-solving; personable and professional interactions
- Once we got a collection set up and the workflow established for submitting works, it went smoothly
- Assigning different roles to folks affiliated with a collection was easy and seems to be working out fine
- Overall, a very good experience. Refer to the following report for specific examples and discussion of our experience –
<http://www.cwrw.utexas.edu/reports/2008/rpt08-8.shtml>.

Input from Library Staff was gathered during the UTDR Annual Review.

Please tell us why and how much you have talked about the UTDR with faculty or students. What was their reaction?

Please list the issues that make it difficult to talk about the UTDR with faculty or students.

Please briefly describe your desired ideal interaction with the UTDR.

- I won't be able to quantify. I have spoken with several people about the repository. "Why" was because we hoped something might find a home there or because something might be there. People are receptive.
- To date, I haven't talked with any faculty about the IR. The same is true of several of my colleagues, who would have a better opportunity to do so. They reminded me that we never did have an "official" roll out, just a sort of low key roll out, and weren't sure they would be encouraged to do more to draw overt attention to the IR. Also, they felt that so far, it seems that faculty and departments are more interested in finding a place to store data (but not share it), or a way to have documents scanned/digitized, than to use the IR as intended.
- I'm afraid I don't have much to say here because I haven't used or talked about the DR to anyone in the last year. It just hasn't come up. I'm kind of embarrassed about that, given all the effort that's gone into it.
- The only difficulty is remembering the repository at appropriate times and remembering correctly.
- Ideally the things we want from it would pop up with searches of the library catalog and in other places I search.

Interface Updates that were done in FY2009.

Statistics

- Researched supported statistics tools by reviewing online documentation and communicating with the DSpace community. The goal was to provide a method to track bitstream (file) views in order to fill a gap in the Google Analytics service.
- A recommendation was made to activate the internal statistics engine in DSpace once we upgraded to version 1.5.2. This new release added support for statistics in Manakin and we completed the activation by mid May.

Media Player

- Implemented a Media Player to play embedded video and audio within the DSpace interface. The Media Player supports the Flash and Silverlight protocols. Supported formats include mp4, m4v, m4a, mp3, wmv and wma. When a supported format is listed the Media Player will appear below the file metadata. Each player is outlined and titled. The first player is toggled open and each additional player will display toggled closed. A toggle method was chosen to inform users of the feature while allowing easy file navigation.

License improvements

- Removed license field from the collection metadata form to insure curators do not override the default license.
- Researched issue with Creative Commons License not saving with proper mime type. This issue caused the Creative Commons license to not display properly in some browsers. The issue was corrected by creating a patch for DSpace. We also shared the patch with the DSpace community.

General theme enhancements

- Updated page title header treatment
- Improved the collection and community submission button
- Added file description patch
- Improved social networking by incorporating the “Add This” social widgets
- Performed updates to content on Policy pages
- Added “Curator Training” to the UTDR navigation to display for appropriate e-person
- Performed updates to Departments controlled vocabulary
- Improvement the separation of repeatable fields including the department field
- Replaced Java patches with theme level XSL code to ease the process of upgrading
- Added custom submission templates for the Dolph Briscoe Center for American History and the ETD collections
- Researched and corrected issue with thumbnails not displaying after upgrade to 1.5.2. After receiving feedback from the DSpace community we submitted a patch to DSpace to correct the issue.
- Improved organization of theme level XSL overlays to ease maintenance and improve the ability to include top level code edits into sub-themes

Policy and FAQ Updates that were done in FY2009.

ETD FAQs - <http://repositories.lib.utexas.edu/faqs#theses>

- I've found my Thesis/Dissertation in the Repository and I don't think it should be there. What do I do? The answer is to contact the Office of Graduate Studies.
- I've found my Thesis/Dissertation in the Repository, and I'd like to amend it. Can I submit additional material or replace it altogether with a new version? The answer is to contact the Office of Graduate Studies.

Category I Data distinction - http://repositories.lib.utexas.edu/policies_services

- UT Digital Repository will adhere to [UT's Web Privacy Policy](#), and to the security standards for [Category II-Data](#).
- The UT Digital Repository does not accept [Category I Data](#).

Statistics were gathered from Google Analytics for a whole year (09/01/2008 - 08/31/2009) and from DSpace for only 3 months (06/01/2009-08/31/2009). Statistics taken from the internal engine of DSpace were not available until version 1.5.2 was released in May. In order to estimate a full year, the three months available are multiplied by 4.

Site Usage Overview - Google

- 81,236 Visits for all visitors
- 287,236 pageviews for all visitors
- 3.54 Average pageviews for all visitors
- 81 % of visitors are new

Traffic Sources Overview - Google

- 70.64% search engines
- 19.71% referring sites
- 9.66% direct traffic

Browse Pageviews - Google

- 550 by date created
- 1146 authors
- 953 titles
- 941 subjects
- 1391 departments

Information Pages Pageviews - Google

- 679 for About
- 418 for Contact
- 1949 for Policies
- 530 for Glossary
- 845 for Help
- 963 for FAQs

DSpace internal yearlong estimates

- 16,648 Estimated Searches Performed (06/01/2009-08/31/2009 = 4162)
- 728 Estimated Logins (06/01/2009-08/31/2009 = 182)
- 2096 Estimated OAI Request (06/01/2009-08/31/2009 = 524)

Works in UTDR - DSpace

- 6,401 Total Works Archived
- 792,120 Estimated Works Viewed* (06/01/2009-08/31/2009 = 198,030)
- 432,248 Estimated Bitstreams Viewed** (06/01/2009-08/31/2009 = 108,062)

*Estimated Works Viewed can be compared to statistics of users viewing bibliographic information on a publisher's website.

**Estimated Bitstreams Viewed can be compared to statistics of full text downloads on a publisher's website.

3. Accounting of UT Libraries Repository Work

Accounting of repository work by the Coordinator, Curator, Cataloging & Metadata Services, Technology Integration Services, Digital Library Services, Copyright Contact, other library staff, and the Management Group.

Coordinator Work average number of hours a week: 25.

Amy Rushing's Duties

- Set agendas and run weekly UTDR Management Meetings
- Work with library staff to develop procedures and workflows for deposit and management of content
- Work with campus departments and ORUs to develop procedures and workflows for deposit and management of content
- Perform metadata consultation and training for submitters and curators
- Perform quality control of metadata in UTDR (such as keeping track of Dept name changes, compliance to standards, etc.)
- Track progress on UTDR projects and on projects related to UTDR
- Oversee day-to-day UTDR operations
- Oversee all cataloging and metadata UTDR work
- Serve as the main contact for questions regarding ingestion and pre-processing of materials
- Help troubleshoot and try to resolve issues and problems

Department/ORU meetings in person or via email about the UTDR (total 23)

- Architecture and Planning Library
- Architecture, School of – Student Works Archive Project
- Engineering, School of -- Center for Research in Water Resources
- Geological Sciences, Dept. of -- Mark Helper
- Information, School of – Quinn Stewart
- Bureau of Economic Geology
- Center for American History
- Communications, Dept. of-- Jurgen Streeck
- Computer Science, Dept. of -- Marcus Marler CS Technical Reports
- *Daily Texan*
- Division of Instructional Innovation and Assessment
- Harry Ransom Center
- Institute of Classical Archaeology
- John L. Warfield Center for African and African American Studies
- Laboratory of Free Form Fabrication – School of Engineering

- Law, School of / Tarlton Law Library
- Liberal Arts ITS – Jim Henson Texas Politics Videos
- Liberal Arts, College of - Tim Fackler LA Faculty Web site
- Lozano Long Institute of Latin American Studies – Kent Norsworthy
- McCombs School of Business – Communications, Marketing and Public Affairs Photo Archive
- McCombs School of Business – Ann Whitt Moot Corp
- Provost's Office
- Research Center for the Study of Supply Chain Management--McCombs

Set up selfmanaged Sub-Communities and Collections in the UTDR (total 8)

- Architecture, School of – Test
- Center for American History – Test
- Engineering, School of -- Center for Research in Water Resources – Production
- Institute of Classical Archaeology – Test
- John L. Warfield Center for African and African American Studies – Production
- Law, School of / Tarlton Law Library – Production
- McCombs School of Business – Ann Whitt Moot Corp – Production
- Pride and Equity Faculty Staff Association – Test

Provided UTDR training (total 10)

- Architecture, School of
- Center for American History
- Communications, Dept. of—Student for Jurgen Streeck
- Engineering, School of – Center for Research in Water Resources
- Geological Sciences, Dept. of -- Mark Helper
- Institute of Classical Archaeology
- John L. Warfield Center for African and African American Studies
- Lozano Long Institute of Latin American Studies – Kent Norsworthy
- McCombs School of Business – Ann Whitt Moot Corp
- Pride and Equity Faculty Staff Association

Curator Work average number of hours a week: 8.

Uri Kolodney's Duties:

- Maintain communities and collections that the UT Libraries oversees, the “centrally managed” collections
- Respond to inquiries about collections, submission procedures, and withdrawal of previously submitted works
- Manage the authorizations of prospective and current users to submit works to appropriate collections
- Manage the authorizations of campus departments or ORUs who will manage their own collections.

- Approve works submitted to “centrally managed” collections, and review and troubleshoot previously submitted works
- Work with other curators on their Collection Description Documents (CDD)

Approved and reviewed works in the these centrally managed collections

- Larval Fish Proceedings – 5 works
- Student Works Sponsored by UT Faculty – 6 works
- Environmental Flows Information System – 1 work
- Les Houches – 8 works
- UT Faculty/Researcher Works – 233 works
- UT Electronic Theses and Dissertations (batch submitted/committed) – 3813 works

Departments represented in Faculty/Researcher Works, the main centrally managed collection – 233 works

- Civil, Architectural, and Environmental Engineering – 2 works
- Communication Studies – 143 works
- Geological Sciences – 26 works
- Government – 1 work
- Information, School of – 3 works
- Jewish Studies – 1 work
- Latin American Studies – 50 works
- Mechanical Engineering – 1 work
- Middle Eastern Studies – 1 work
- Physics – 1 work
- UT Libraries – 16 works

Cataloging & Metadata Services Work average number of hours a week: 5.

Duties

- Check metadata for all works submitted to the UT Faculty/Researcher Works collection and edit if needed (Laura Beardslee)
- Clean up metadata in UTDR as needed (Laura Beardslee)
- Submit works to UTDR on behalf of others as needed (Laura Beardslee)
- Update catalog records with UTDR handle if needed or create new record in OCLC (Laura Beardslee, Ann Marchock)
- Edit and enhance metadata for all ETDs coming through Vireo system (Laura Beardslee, Ann Marchock, Mandy Lancaster)

Work Statistics

- Works submitted to UTDR on behalf of someone else – 15 works
- Metadata approved without modification – 90 works
- Metadata approved with some modification – 72 works
- Metadata rejected – 6 works

- Metadata cleanup for works already in UTDR – 220
- ETDs submitted via Vireo needing metadata quality control/enhancement – 67 works

Technology Integration Services Work average number of hours a week: 10.

Duties

- Maintain DSpace/Manakin xmlui and html interfaces (Steve Williams)
- Stay abreast of DSpace and general repository developments, and participate in DSpace community as appropriate (Aaron Choate, Steve Williams)
- Create theme enhancements (Steve Williams)
- Develop web functionality (Aaron Choate, Steve Williams, Matt Lisle, Matthew Villalobos, Jade Anderson, Meg Kemp)
- Participate in TDL training and consultation as needed (Steve Williams)

Work Highlights

- Enabled video playback of MP4 video within the DSpace interface
- Identified statistics solutions
- Implemented various license improvements including form modifications and Creative Commons license addition
- Implemented theme enhancements and interface updates
 - Updated page title header treatment
 - Improved the collection and community submission button
 - Added file description patch
 - Improved social networking by incorporating the “Add This” social bookmark widget
 - Performed updates to content on Policy pages
 - Added “Curator Training” to the UTDR navigation to display for appropriate e-person
 - Performed updates to Departments controlled vocabulary
 - Improved the separation of repeatable fields including the department field
 - Replaced Java patches with theme level XSL code to ease the process of upgrading
 - Researched and corrected issue with thumbnails not displaying after upgrade to 1.5.2. After receiving feedback from the DSpace community we submitted a patch to DSpace to correct the issue.
- Supported collectionlevel theme implementation
 - Added custom submission templates for the Dolph Briscoe Center for American History and the ETD collections
 - Improved organization of theme level XSL overlays to ease maintenance and improve the ability to include top level code edits into sub-themes
- Co-taught DSpace introduction course for the Texas Digital Library

Digital Library Services Work average number of hours a week: 6.Ladd Hanson's Duties

- Maintain a pair of redundant DSpace instances for UTDR, switch as necessary
- Maintain a pair of redundant DSpace instances for UTDR testing and staging work, switch as necessary
- Maintain DSpace test instances for HRC, CAH, and Engineering
- Upgrade/downgrade software
- Apply config changes
- Verify, test, and apply patches
- Create scripts and processes for managing batch imports and exports

Work Highlights

- Improved UTDR backup and restore process
- Refined process for backing up UTDR to TDL storage system
- Upgraded DSpace software to version 1.5.2
- Evaluated Xythos as possible repository for integration with UTDR
- Scanned UTDR with campus security scanner for potential security issues
- Installed and configured OCLC SRU/SRW interface to UTDR
- Enabled and tested SWORD interface to UTDR
- Enabled and tested OAI interface to UTDR
- Enabled and tested sitemaps for UTDR to improve search engine indexing
- Created and refined process with TIS for managing local customization
- Created scripts and processes for managing batch imports and exports for ETDs
- Improved process for recovery of UTDR system due to hardware faults

Copyright Contact Work average number of hours a week: 2.Lexie Thompson-Young's Duties

- Keep Copyright and Licensing Policy current with best practices
- Keep copyright section in the Collection Description Document (CDD) current
- Consult with and train UTDR curators to review their works for copyright issues
- Help normalize copyright review
- Answer copyright and licensing questions

Work Highlights

- Met and corresponded with curators for the Warfield Center for African and African American Studies about copyright and obtaining permission from copyright holders to post different types of works online
- Corresponded with many former students who wanted to restrict access to their theses or dissertations. Some decided online access was acceptable, but most contacted the Office of Graduate Studies to officially restrict their ETD. OGS agreed with one request.

- Corresponded with the Center for American History about copyright and the submission license and how potential archive donors could interpret the language
- Corresponded and met with Harry Ransom Center about copyright and the archival materials that must be restricted to individuals for a limited amount of time
- Worked with Steve Williams to enable the Creative Commons license option during the UTDR submission process and developed explanation

Other Library Staff Work

Other library staff submit works to the UTDR or help manage UTDR collections. Dennis Trombatore submits works on behalf of Geology faculty. Alice Bae submits works on behalf of Engineering faculty. Christian Kelleher, Tiffany-Kay Sangwand, and Kevin Wood, along with others in the UTDR Management Group, manage the Human Rights Documentation Initiative Collections.

Management Group Work

average number of hours a week: 1 for meeting, 5 for co-chairs

The UTDR Management Group's first meeting was on January 22, 2009. The group met every Thursday from 3-4pm.

Duties

- Manage and oversee ongoing UTDR operation and projects
- Develop and document procedures required to operate the UTDR
- Maintain policies governing the repository
- Resolve issues that cut across functional areas that support the repository
- Work with faculty, staff and students to ingest content into the repository
- Work with campus departments and organizations to inform them about the repository and to assist them in using the repository as appropriate
- Produce regular reports on the UTDR and the activities of the Management Group

4. Goal Assessment

The goal for 08-09 was to complete the Top Tasks.

Top Tasks	Status	Notes
1. Automatic EID authorization We will remove the need for faculty to request special authorization to submit their work into the Faculty/Researcher Collection by August 31, 2009; instead a valid EID will be all that is required.	In Process	This task is now part of our FY2010 tasks.
2. ETD/Vireo integration Make sure the UTDR is ready to accept ETDs from Vireo, the metadata matches, and the transfer code works with our system by June 1, 2009.	Complete	The metadata workflow and issues have been documented.
3. Ingest unrestricted ETDs since 08/08 , Ingest unrestricted ETDs received by the UT Libraries since August 2008 by May 30, 2009.	In Process	This process is ongoing, with clean-up tasks part of our FY2010 tasks.
4. CD-ROM Theses recommendation , Investigate ingesting CD-ROM Theses and make recommendation and project plan by June 1, 2009	Complete	Issues and recommendations were documented. A project plan has not been adopted.
5. Creative Commons option Investigate whether submitters can choose how their work is used (like Creative Commons), how we can display this choice for users, and make recommendation and project plan by May 1, 2009.	Complete	Steve Williams developed a patch to enable this option to work with Manakin, and submitted it to the DSpace community.

6. Stats , Investigate statistics capabilities in DSpace/Manakin and Google and make recommendation and project plan by April 1, 2009.	Complete	Statistics have been enabled and are being gathered on SharePoint.
7. Register w/ OAster Register UTDR with OAster by March 15, 2009.	Complete	
8. Edit CDD , Overhaul CDD to make it easier to use by Curators by April 1, 2009.	Complete	New CDD is in use.
9. Develop Curator's Toolkit Develop and gather Curator Toolkit with training, communication channels, copyright tools, etc... by April 30, 2009.	Complete	When a curator logs in, the Toolkit is available in DSpace's administration area.
10. Establish communication plan w/ admins , Establish UTDR communication plan with clients, including seeding admin/curator list by April 2, 2009.	Complete	This communication plan was combined with other communication plans, so there is only one plan.
11. Investigate video player Investigate video file sharing, streaming, YouTube player, Google and make recommendation and project plan by April 1, 2009.	Complete	Investigated, developed, and deployed.
12. Install SRU-SRW plugin Install SRU-SRW plug-in by April 2, 2009 and test by May 1, 2009.	Complete	Is ready to be used, but not currently active.
13. UTDR/DM workflow	Complete	Workflow is for faculty to contact us to submit their works. In the future faculty could automatically be authorized or C&MS could submit works on their behalf.
14. Develop public service tools , Develop and gather public service tools that were outlined in Fall 2008 by April 1, 2009.	In Process	Tools were developed, but have not yet been put on the UTDR Sharepoint site. This task is now part of our FY2010 tasks.

15. Establish communication plan w/ staff, Establish UTDR communication plan with staff by April 1, 2009.	Complete	This communication plan was combined with other communication plans, so there is only one plan.
16. Transition IRI web site Transition Project IRI website to UTDR website by April 1, 2009.	In Process	Sharepoint site has been created and will be developed over time.
17. Re-evaluate security issues, Re-evaluate security issues identified by Erik Grostic by August 1, 2009 (after dspace point release).	Complete	New security strides will be made this FY2010.
18. Recommend plan for restricted items, Investigate how content can be restricted to current faculty, staff, students at the item level and make recommendation and project plan by April 2, 2009.	Complete	Currently restricted items must belong to a restricted collection, and users have to be authorized on an individual basis. Tasks to improve this situation are part of our FY2010 tasks.
19. Upgrade DSpace to 1.5.2	Complete	

5. Major Issues Encountered

Desire to restrict access

Many campus units and some individuals want to control access to their content, whether to a few individuals, a group of people, or the UT community. Currently, curators identify whole collections as “restricted” or “open” and assign reading rights on an individual basis to restricted collections. Additionally, a metadata element was created to track restrictions at the work level. We plan to improve this situation by connecting DSpace into the campus’ LDAP authentication system and by advocating for authorization updates to be made in the next DSpace release.

Assigning DSpace privileges to curators

DSpace does not authorize curators at a collection or sub-community level to fully manage their collection’s works. Currently, the UTDR Coordinator and Curator make updates to specific works as needed. We are trying to improve this situation by advocating for authorization updates to be made in the next DSpace release.

6. Looking Ahead to FY2010

The Management Group is moving to a different meeting schedule in FY2010. There are monthly meetings of the entire group and weekly meetings of the newly identified core group. The core group consists of Amy, Lexie, Uri, and Steve.

FY 2010 Goals and Tasks

1. Improve interaction with UTDR content by August 31, 2010. Measure improvement by checking Google Analytics to see if users click on "recent arrivals" to come to the UTDR or on "last 5 submissions" within the UTDR.

- Add UTDR works to library homepage's Recent Arrivals
- Add last 5 submissions on UTDR home page
- Track and analyze Google Analytics and DSpace statistics
- Revisit rejection text for submissions (provenance metadata) or suppress with code
- Update interface as needed
- Evaluate progress with stats on new DSpace version

2. Improve UTDR stability and security by August 31, 2010. Measure improvement by comparing spring 2009 AppScan score to Aug. 2010 AppScan score.

- Improve AppScan score
- Encrypt backups
- Update DSpace when new versions come out

3. Increase bibliographer use of UTDR by August 31, 2010. Measure increased use by comparing August 2009 feedback with August 2010 feedback.

- Bring together work already done to develop a fact sheet for bibliographers to use to help explain the repository and its uses to faculty
- Inform bibliographers on "everyday" uses of UTDR

4. Facilitate internal/external submission of works by August 31, 2010. Measure facilitation by putting into production two new submission workflows. It is possible five new workflows will be developed to handle internal library content, DIIA content, faculty content submitted by C&MS, ETD content submitted through OAI-ORE, and content submitted with automatic EID authorization.

- Implement harvester (OAI –ORE) to get ETDs from Vireo
- Test "Grand Administrator" privileges at the sub-community, collection levels when DSpace v.1.6 comes out
- Plan for submitting Library content to UTDR
- Plan & test C&MS submitting on behalf of faculty
- Document DIIA solution and workflow with CDD
- Get David Maidment's additional works in the UTDR with workflow
- Develop Digital Measures cut & paste options/collaboration & maybe submission service

- Plan to reconcile ETDs, metadata, and links of unrestricted ETDs on ETD server and Vireo
- Plan for catalogers submitting ETDs one by one to UTDR
- Resolve automatic EID authorization for submission to Faculty/Researcher Works, group authorization issue
- Ingest restricted old ETDs when group authorization issue is fixed

7. UTDR Management Group Members

1. Mark McFarland – Sponsor
2. Roxanne Bogucka
3. Aaron Choate
4. Ladd Hanson
5. Uri Kolodney
6. Jennifer Lee
7. Amy Rushing – Co-chair
8. Alexia Thompson-Young – Co-chair
9. Steven Williams